

ADMINISTRATIVE ASSISTANT IV (COOK COUNTY LAND BANK AUTHORITY)


Requisition ID: 00124683

Job Posting: Oct 7, 2020, 10:13:17 AM

Closing Date: Oct 21, 2020, 11:59:00 PM Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$2,011.97

Organization: Offices Under the President

 <p>Cook County Offices Under The President</p>	<p>Administrative Hearings Auditor Bureau of Administration Bureau of Economic Development Bureau of Finance Bureau of Human Resources Bureau of Technology Facilities Office of the President</p>
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Job Summary

Under the general direction of the Executive Director, provides diverse administrative support to the Cook County Land Bank Authority (CCLBA) and its Executive Director. Functions as a technical, administrative advisor and assistant in matters requiring extensive knowledge of the rules, regulations, objectives and protocols of the Authority. Acts as a personal representative or liaison to bridge issues of common concern between professional staff, management and support operations. Oversees confidential records; assists in the formulation and interpretation of policy; sets procedures; manages itineraries, schedules, and agendas; investigates operational problems; recommends appropriate course of action to resolve problems and conflicts. May assist in fund development and the development and maintenance of sound administrative and record keeping systems. Ensures confidentiality of information and executive management deliberations and decisions which requires a high level of professionalism, tact and diplomacy. Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or General Educational Development (GED) test certificate **SUPPLEMENTED BY** six (6) years' full-time work experience in an administrative role within an executive office environment. **Is Required (Must provide proof at time of interview)**

-OR-

- Graduation from an accredited college or university with a Bachelor's Degree in business, community development, public administration, social work or urban planning **SUPPLEMENTED BY** two (2) years' full-time work experience in an administrative role within an executive office

environment. **Is Required (Must provide original college/university transcript at time of interview)**

- Two (2) years' full time work experience in Community Development is **preferred**.
- Valid Driver's License and proof of automobile insurance.

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE). Original credentialing documents must be presented at time of interview.**

Knowledge, Skills, Abilities and Other Characteristics

Thorough working knowledge of or ability to quickly and effectively grasp and utilize the policies, protocols, systems, procedures, and technical vernacular of the agency and County as they are applicable to assigned duties and responsibilities.

Ability to effectively participate in staff meetings or other forums aimed at developing constructive ideas, observations and insights.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries ability to convey information and explain or discuss office policy and procedure with others in person or by telephone or email

Ability to record, organize and maintain confidential documents, files and records manually or electronically.

Ability to communicate both verbally and in written formats to internal departments and other internal/external agencies regarding confidential matters.

Ability to be self-motivated, work at a fast pace and be solutions-and team-oriented.

Ability to multi-task and produce accurate work within deadlines.

Skill in the timely and accurate completion of grant-required documentation and reporting.

Knowledge of community development strategies.

Proficient in Microsoft Office Suite.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

- **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**
- **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION “Are you a military veteran?”**
- **ATTACH A COPY OF THEIR DD 214, DD215 or NGB 22 (*NOTICE OF SEPARATION*) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).**

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

Benefits Package

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link:

<http://www.cookcountyrisk.com/>

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER